



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

Human Resources Generalist

Human Resources Department

FY 18 Starting Salary Range: \$64,126 - \$77,593

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of June 30, 2017

The Town of Belmont seeks qualified applicants for the position of Human Resources Generalist with the Town's Human Resources Department. This position assists with all functions of Human Resources. Responsible for a variety of projects and activities requiring comprehensive knowledge of department's activities and familiarity with laws, procedures, rules and regulations. Administers all phases of the recruitment process. Assists with maintenance of employee benefit programs. Manages ACA reporting, including annual production of 1095-C and 1094-C forms. Conducts new hire orientations and completes exit interviews for departing employees. Plans and implements employee training and wellness programs. Assists with and participates in collective bargaining negotiations. Provides support and makes recommendations to managers and employees regarding employment issues, basic contract provisions and related matters. Administers the office in the absence of the Director. Other related duties as assigned.

Requires a bachelor's degree in human resource management or public administration, with five years prior office experience working with the public, or any equivalent combination of education, training and experience. Requires comprehensive knowledge on human resources laws and regulations on the local, state and federal level. Municipal experience and experience using MUNIS software is highly preferred.

The anticipated fiscal year 2018 starting salary range is \$64,126 - \$77,593. This is a forty (40) hour per week position and qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, as well as paid vacation, sick, personal and holiday leave. This position also qualifies for the Town's pension system.

Resumes/applications accepted at the Human Resources Department, 455 Concord Ave, Belmont, MA 02478, or e-mail humanresources@belmont-ma.gov or fax 617-993-2741 by June 30, 2017.

The Town of Belmont is an Equal Opportunity Employer.



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Both full-time and part-time positions require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue Belmont,
Massachusetts 02478 (617) 993-
2740 [humanresources@belmont-
ma.gov](mailto:humanresources@belmont-ma.gov)